

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Salary Deductions, Recoveries and Adjustments

Number: 406.2

Date: 2/8/91

Originating Office: Personnel Division
Personnel Policy and Systems Branch

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Distribution: Headquarters, Areas, and Locations

Stated are procedures to be followed in effecting salary deductions, recoveries, and adjustments.

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1. ABBREVIATIONS

- FICA - Federal Insurance Contributions Act
- NFC - National Finance Center
- PD - Personnel Division
- POB - Personnel Operations Branch, PD
- T&A - Time and Attendance

2. FORMS

- AD-304 Request and Authorization for Allotment of Compensation for State Income Tax Purposes
- AD-356 Dues Change Between Locals Within National Labor Organization
- AD-356A Cancellation of Withholding of Dues to Labor Organizations and Associations of Supervisors or Managers
- AD-1054 Request for Payroll Deductions for Association Dues
- CFC-804 Voluntary Charitable Contributions
- SF-1187 Request for Payroll Deductions for Labor Organization Dues
- SF-1188 Cancellation of Payroll Deductions for Labor Organization Dues
- SF-1192 Authorization for Purchase and Request for Change - U.S. Series EE Savings Bonds
- SF-1199A Direct Deposit Sign Up Form
- W-4 Employee's Withholding Allowance Certificate

3. SALARY

In accordance with Federal regulations, basic salary rates, within-grade increases, rate changes, promotions, and other payroll changes are initiated or changed by POB.

4. ALLOWANCES AND DIFFERENTIALS

PD/POB: Determine entitlement to:

- Hazardous Duty Allowances
- Environmental Differentials
- Foreign and Nonforeign Allowances and Differentials

Timekeepers: Enter the appropriate data on the T&A for allowances and differentials as required.

5. SALARY DEDUCTIONS

NFC makes salary deductions as shown below on the basis of information submitted by POB.

- **Retirement.** See DIRECTIVE 425.4
- **FICA.** Deductions are made at the current rate.
- **Federal Employees' Group Life Insurance.** See DIRECTIVE 459.2.
- **Federal Employees' Health Benefits Act.** See DIRECTIVE 459.3.
- **Quarters Furnished ARS Employees.** Based on authorization from the Area Property Management Officer or other designated official, POB will process the necessary action to initiate, change or terminate quarters deduction for employees who reside in Government owned housing.

Salary deductions will be made as shown below on the basis of the documentation specified.

- **Federal Income Tax Withholding**
 - Employee will complete W-4 and forward to POB. See Exhibit 1 for illustration and instructions for completion of the W-4.
 - Employee will complete new W-4 when tax status changes.
 - POB will process tax forms upon receipt.
- **State and Territorial Tax Withholding.** Exhibit 2 shows the States requiring tax withholding and the form, if any, which must be executed by the employee.
 - **States Using W-4.** Observe instructions in Exhibit 1.

- **States Not Requiring Tax Exemption Certificates.** The amount of tax withheld is a percentage of the employee's gross pay or Federal tax withholdings.
- **States Prescribing Their Own Exemption Certificates.** Employee will:
 - Execute in accordance with instructions on the form.
 - Insert amount in lower right-hand corner of form for employees claiming zero exemptions who want an additional amount withheld.
- **Voluntary Withholding for Nonresidents.**
 - Employees not subject to withholding at work because he/she is a nonresident may have tax withheld for the State of his/her residence if the State of residence is listed in Exhibit 2.
 - Employee will submit request for voluntary deduction to POB on AD-304 accompanied by a completed withholding exemption certificate, if required.
- **Territorial Tax.** Employees whose regular place of employment is in the Virgin Islands, Northern Mariana Islands, or Guam will have income tax withheld under Federal income tax provisions.

U.S. Savings Bonds.

- **Employee will:**
 - Complete an original SF-1192 to authorize a new allotment or change in previous allotment for purchase of savings bonds.
- **NOTE:** Form must be printed in ink or typed.
- Forward the SF-1192 to POB for processing.
- **POB will:**
 - Review the SF-1192 for correct completion.

- Input the SF-1192 to NFC.

Charitable Contributions. NFC will withhold charitable contributions in Combined Federal Campaign (CFC) Areas.

- **Employee will:**
 - Complete a CFC-804 and send to CFC Keyworker during the CFC enrollment period.
 - Send memo to POB to discontinue withholdings prior to automatic termination date.

NOTE: While an employee may discontinue his/her withholdings during the year, the amount of biweekly withholdings cannot be changed.

- **Keyworkers will forward completed forms to POB.**
- **POB will input the necessary authorizing documents to NFC.**

Allotment or Direct Deposit of Pay. Exhibit 3 gives instructions on how to complete an SF-1199A to effect allotment or direct deposit of pay.

Labor Organization or Association Dues. NFC will withhold labor organization dues based on submission of a SF-1187 or AD-356. The labor organization must be one which has entered into an agreement with USDA for withholding of dues. Use the SF-1187 when initiating withholding. Use the AD-356 when making a change in withholding based on a change in locals. Dues or membership fees for organizations covered by a Memorandum of Understanding will be withheld based on submission of an AD-1054.

TO INITIATE DEDUCTIONS:

- **Employee will:**
 - Obtain a blank form from employee organization.
 - Execute the form; include Social Security Number.
 - Send completed form to POB.

- **POB will submit the form to NFC.**

TO DISCONTINUE DEDUCTIONS:

- **Employee will:**
 - Complete an SF-1188 if the employee is voluntarily discontinuing the deduction. If the employee is ineligible to continue deductions, complete an AD-356A.
 - Execute the SF-1188 or AD-356A.
 - Submit the completed form to POB.

NOTE: Cancellations are effective at the beginning of the first full pay period following receipt of the form unless the Memorandum of Understanding cites a specific revocation period.

- **POB will submit the form to NFC.**

6. RECOVERIES AND ADJUSTMENTS

NFC will effect recoveries and adjustments in a employee's pay for various purposes on the basis of a request from POB. Only POB will request NFC to adjust pay.

Recovery From Imprest Funds: Timekeepers will use transaction code 89 in the T&A system to effect salary deductions for recovery of salary payments advanced from imprest funds as provided in DIRECTIVE 303.5.

Recovery of Erroneous Overpayments of Salary: POB will process any requests for recovery of overpayment in salary.

See DIRECTIVE 304.3 for procedures to follow in order to request a waiver of overpayment.

Mailing of Salary Deduction Requests: Since all requests to initiate, change or cancel any salary deduction are to be processed by POB, do not mail any forms, documents, or correspondence to NFC. Mail your request to POB.

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 Department of the Treasury
Internal Revenue Service

appearing to have been taken over by a group of 10-12 individuals, most of whom were black men, for a few days. Campbell from Washington, D.C., told me that he had been in the area for a few days and had seen a group of about 10-12 individuals, most of whom were black men, for a few days. He had seen a group of about 10-12 individuals, most of whom were black men, for a few days. He had seen a group of about 10-12 individuals, most of whom were black men, for a few days.

Personal Alignment Worksheet

[illegible]

² ζ_4 , η_4 and η with coefficient to year and age. See 190-200 part as for your words.

W-4 Employee's Withholding Allowance Certificate (To be filled out by the employee and submitted to the employer)		Social Security Number 15-90
1. Type of organization and, if nonprofit, its federal identification number		2. Period for which this certificate is valid
3. Marital status (marital and dependent status)		
4. Number of dependents (including children) for whom the employee is claiming a withholding allowance		5. Number of allowances to be claimed for the employee
6. Name of the employee's employer		7. Signature of the employee
8. Date of filing		9. Date of filing

Valués "a" corresponden al tipo de indicador de la siguiente manera: 1) para el indicador "Tasa de desempleo" T_{un} se define $T_{un} = 1$ si el indicador es menor que 10% y $T_{un} = 0$ en caso contrario.

1. The 26.3% increase in the "net" is due to the fact that the net is now being calculated on a more accurate basis.

- [illegible]

Two-Earner/Two-Job Microsurvey

hute. This rule unnecessarily adds instructions of time and space to the program.

1. Enter the number of the page you want to go to in the **GO TO PAGE** box. 1
2. Press the **GO TO PAGE** key. 2
3. Press the **GO TO PAGE** key. 3

[illegible]

- | | |
|---|----|
| 1. Enter the number from line 2A (1 week only) | 4 |
| 2. Enter the number from line 3 (1 week only) | 5 |
| 3. Subtract line 2 from line 4 | 6 |
| 4. The highest number in Table A below is the HIGHEST payment you can receive there | 7 |
| 5. Multiply line 4 by the factor in the table below to determine the maximum withholding allowance | 8 |
| 6. The number in the number of payments with pay for the week ending on 28/1/2018 (only allow 10) is the number of payments with pay for the week ending on 28/1/2018 (only allow 10) | 9 |
| 7. Multiply line 6 by line 5 | 10 |

Table 1: Two-Border, Two-Job Warshand

[illegible]

Table 2. Two-Earner, Two-Job Worksheet

Market value, equity		All share	
Proportion of shares owned by A	Market value	Proportion of shares owned by B	Market value
1/44,000	\$2.1	1/44,000	\$2.1
22,001-30,000	\$4	22,001-30,000	\$4
30,001-40,000	\$6	30,001-40,000	\$6

[illegible]

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MEANS BY WHICH STATE TAX EXEMPTION DATA ARE TO BE SUBMITTED
TO THE NFC FOR STATE INCOME TAX WITHHOLDING PURPOSES

<u>State</u>	<u>State Code 4/</u>	<u>State Form Must Be Submitted</u>	<u>Federal Form W-4 (For State Purposes) Must Be Submitted 1/</u>	<u>Taxes will be Computed on a Percentage of Gross Earnings or of Federal Income Taxes. No Form Required 3/</u>
Alabama	01 . .	.A-4		
Arizona	04			X
Arkansas	05 . .	.AR-4EC <u>or</u> W-4		
California	06	W-4		
Colorado	08			X
Delaware	10	W-4		
2/ District of Columbia		11		X
2/ Georgia	13 . .	.G-4		
2/ Hawaii	15 . .	.HW-4		
Idaho	16			X
2/ Illinois	17 . .	.IL-W-4		
2/ Indiana	18	W-4		
2/ Iowa	19 . .	.IT-W-4		
Kansas	20			X
2/ Kentucky	21	W-4		
2/ Louisiana	22 . .	.L-4		
Maine	23	W-4		
2/ Maryland	24 . .	.MW-507		
Massachusetts		25 . .	.M-4	
Michigan	26 . .	.MI-W-4		
2/ Minnesota	27 . .	.MW-4		
Mississippi		28 . .	.M-4EC	
2/ Missouri	29 . .	.MO-WH-4		
Montana	30	W-4		
2/ Nebraska	31			X
New Jersey	34	W-4		
New Mexico	35			X
2/ New York	36	W-4		
2/ North Carolina		37 . .	.NC-4	
2/ North Dakota		38		X
Ohio		39 . .	.IT-4	
Oklahoma	40			X
Oregon	41	W-4		
2/ Pennsylvania		42		X
Rhode Island		44		X
South Carolina		45 . .	.WH-1602	
Utah	49			X
Vermont	50 . .	.VW-100		
2/ Virginia	51 . .	.VA-4		
2/ West Virginia		54 . .	.IT-104 <u>or</u> W-4	

- 1/ When W-4 is used, show the name of the State above the title of the form. Also show the State code in the upper right-hand corner.
- 2/ A Waiver of State tax withholding for nonresidents is permitted.
- 3/ When voluntary withholdings are authorized for a State which does not require a Tax Exemption Certificate for mandatory withholdings, the State withholding form must be submitted. If there is no State Form, submit Form W-4.
- 4/ **State code** must be inserted on all State forms.

Note: Before state income tax may be withheld from the wages of a Federal employee, an agreement which permits such withholding must be executed by the state and the Secretary of Treasury. The following states do not have an agreement with the Secretary of Treasury:

Alaska
Connecticut
Florida
Nevada
New Hampshire
South Dakota
Tennessee
Texas
Washington
Wyoming

7. $\text{Fe}^{2+} + \text{Cl}_2 + 2\text{H}^+ \rightleftharpoons \text{Fe}^{3+} + 2\text{HCl}$
 10. $\text{K}_2\text{Cr}_2\text{O}_7 + 14\text{H}^+ + 6\text{e}^- \rightleftharpoons 2\text{Cr}^{3+} + 7\text{H}_2\text{O}$
 11. $\text{Fe}^{2+} + \text{H}_2\text{O}_2 + 2\text{H}^+ \rightleftharpoons \text{Fe}^{3+} + 2\text{H}_2\text{O}$
 12. $\text{Fe}^{2+} + \text{H}_2\text{O}_2 + 2\text{H}^+ \rightleftharpoons \text{Fe}^{3+} + 2\text{H}_2\text{O}$

110. $\frac{1}{2} \times \frac{1}{2} = \frac{1}{4}$ $\frac{1}{4} \times \frac{1}{2} = \frac{1}{8}$ $\frac{1}{8} \times \frac{1}{2} = \frac{1}{16}$ $\frac{1}{16} \times \frac{1}{2} = \frac{1}{32}$ $\frac{1}{32} \times \frac{1}{2} = \frac{1}{64}$ $\frac{1}{64} \times \frac{1}{2} = \frac{1}{128}$ $\frac{1}{128} \times \frac{1}{2} = \frac{1}{256}$ $\frac{1}{256} \times \frac{1}{2} = \frac{1}{512}$ $\frac{1}{512} \times \frac{1}{2} = \frac{1}{1024}$ $\frac{1}{1024} \times \frac{1}{2} = \frac{1}{2048}$ $\frac{1}{2048} \times \frac{1}{2} = \frac{1}{4096}$ $\frac{1}{4096} \times \frac{1}{2} = \frac{1}{8192}$ $\frac{1}{8192} \times \frac{1}{2} = \frac{1}{16384}$ $\frac{1}{16384} \times \frac{1}{2} = \frac{1}{32768}$ $\frac{1}{32768} \times \frac{1}{2} = \frac{1}{65536}$ $\frac{1}{65536} \times \frac{1}{2} = \frac{1}{131072}$ $\frac{1}{131072} \times \frac{1}{2} = \frac{1}{262144}$ $\frac{1}{262144} \times \frac{1}{2} = \frac{1}{524288}$ $\frac{1}{524288} \times \frac{1}{2} = \frac{1}{1048576}$ $\frac{1}{1048576} \times \frac{1}{2} = \frac{1}{2097152}$ $\frac{1}{2097152} \times \frac{1}{2} = \frac{1}{4194304}$ $\frac{1}{4194304} \times \frac{1}{2} = \frac{1}{8388608}$ $\frac{1}{8388608} \times \frac{1}{2} = \frac{1}{16777216}$ $\frac{1}{16777216} \times \frac{1}{2} = \frac{1}{33554432}$ $\frac{1}{33554432} \times \frac{1}{2} = \frac{1}{67108864}$ $\frac{1}{67108864} \times \frac{1}{2} = \frac{1}{134217728}$ $\frac{1}{134217728} \times \frac{1}{2} = \frac{1}{268435456}$ $\frac{1}{268435456} \times \frac{1}{2} = \frac{1}{536870912}$ $\frac{1}{536870912} \times \frac{1}{2} = \frac{1}{1073741824}$ $\frac{1}{1073741824} \times \frac{1}{2} = \frac{1}{2147483648}$ $\frac{1}{2147483648} \times \frac{1}{2} = \frac{1}{4294967296}$ $\frac{1}{4294967296} \times \frac{1}{2} = \frac{1}{8589934592}$ $\frac{1}{8589934592} \times \frac{1}{2} = \frac{1}{17179869184}$ $\frac{1}{17179869184} \times \frac{1}{2} = \frac{1}{34359738368}$ $\frac{1}{34359738368} \times \frac{1}{2} = \frac{1}{68719476736}$ $\frac{1}{68719476736} \times \frac{1}{2} = \frac{1}{137438953472}$ $\frac{1}{137438953472} \times \frac{1}{2} = \frac{1}{274877906944}$ $\frac{1}{274877906944} \times \frac{1}{2} = \frac{1}{549755813888}$ $\frac{1}{549755813888} \times \frac{1}{2} = \frac{1}{1099511627776}$ $\frac{1}{1099511627776} \times \frac{1}{2} = \frac{1}{2199023255552}$ $\frac{1}{2199023255552} \times \frac{1}{2} = \frac{1}{4398046511104}$ $\frac{1}{4398046511104} \times \frac{1}{2} = \frac{1}{8796093022208}$ $\frac{1}{8796093022208} \times \frac{1}{2} = \frac{1}{17592186044416}$ $\frac{1}{17592186044416} \times \frac{1}{2} = \frac{1}{35184372088832}$ $\frac{1}{35184372088832} \times \frac{1}{2} = \frac{1}{70368744177664}$ $\frac{1}{70368744177664} \times \frac{1}{2} = \frac{1}{140737488355328}$ $\frac{1}{140737488355328} \times \frac{1}{2} = \frac{1}{281474976710656}$ $\frac{1}{281474976710656} \times \frac{1}{2} = \frac{1}{562949953421312}$ $\frac{1}{562949953421312} \times \frac{1}{2} = \frac{1}{1125899906842624}$ $\frac{1}{1125899906842624} \times \frac{1}{2} = \frac{1}{2251799813685248}$ $\frac{1}{2251799813685248} \times \frac{1}{2} = \frac{1}{4503599627370496}$ $\frac{1}{4503599627370496} \times \frac{1}{2} = \frac{1}{9007199254740992}$ $\frac{1}{9007199254740992} \times \frac{1}{2} = \frac{1}{18014398509481984}$ $\frac{1}{18014398509481984} \times \frac{1}{2} = \frac{1}{36028797018963968}$ $\frac{1}{36028797018963968} \times \frac{1}{2} = \frac{1}{72057594037927936}$ $\frac{1}{72057594037927936} \times \frac{1}{2} = \frac{1}{144115188075855872}$ $\frac{1}{144115188075855872} \times \frac{1}{2} = \frac{1}{288230376151711744}$ $\frac{1}{288230376151711744} \times \frac{1}{2} = \frac{1}{576460752303423488}$ $\frac{1}{576460752303423488} \times \frac{1}{2} = \frac{1}{1152921504606846976}$ $\frac{1}{1152921504606846976} \times \frac{1}{2} = \frac{1}{2305843009213693952}$ $\frac{1}{2305843009213693952} \times \frac{1}{2} = \frac{1}{4611686018427387904}$ $\frac{1}{4611686018427387904} \times \frac{1}{2} = \frac{1}{9223372036854775808}$ $\frac{1}{9223372036854775808} \times \frac{1}{2} = \frac{1}{18446744073709551616}$ $\frac{1}{18446744073709551616} \times \frac{1}{2} = \frac{1}{36893488147419103232}$ $\frac{1}{36893488147419103232} \times \frac{1}{2} = \frac{1}{73786976294838206464}$ $\frac{1}{73786976294838206464} \times \frac{1}{2} = \frac{1}{147573952589676412928}$ $\frac{1}{147573952589676412928} \times \frac{1}{2} = \frac{1}{295147905179352825856}$ $\frac{1}{295147905179352825856} \times \frac{1}{2} = \frac{1}{590295810358705651712}$ $\frac{1}{590295810358705651712} \times \frac{1}{2} = \frac{1}{1180591620717411303424}$ $\frac{1}{1180591620717411303424} \times \frac{1}{2} = \frac{1}{2361183241434822606848}$ $\frac{1}{2361183241434822606848} \times \frac{1}{2} = \frac{1}{4722366482869645213696}$ $\frac{1}{4722366482869645213696} \times \frac{1}{2} = \frac{1}{9444732965739290427392}$ $\frac{1}{9444732965739290427392} \times \frac{1}{2} = \frac{1}{18889465931478580854784}$ $\frac{1}{18889465931478580854784} \times \frac{1}{2} = \frac{1}{37778931862957161709568}$ $\frac{1}{37778931862957161709568} \times \frac{1}{2} = \frac{1}{75557863725914323419136}$ $\frac{1}{75557863725914323419136} \times \frac{1}{2} = \frac{1}{151115727451828646838272}$ $\frac{1}{151115727451828646838272} \times \frac{1}{2} = \frac{1}{302231454903657293676544}$ $\frac{1}{302231454903657293676544} \times \frac{1}{2} = \frac{1}{604462909807314587353088}$ $\frac{1}{604462909807314587353088} \times \frac{1}{2} = \frac{1}{1208925819614629174706176}$ $\frac{1}{12089258196146291747061$

$$f(u) = (u_1, u_2, \dots, u_n) \in \mathbb{R}^n$$

DIRECT>DEPOSIT SIGN-UP FORM

FORGETTING

- [illegible]

SECTION 1 / TO BE COMPLETED BY PAYEE

A. NAME OF PAYEE (Last, first, middle initial) NAME OF PAYEE (Last, first, middle initial)		D. TYPE OF DEBIT/TYPE ACCOUNT <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
NOTE: DO NOT WRITE NAME OF DEBIT/TYPE ACCOUNT		E. DEBIT/TYPE ACCOUNT NUMBER DEBIT/TYPE ACCOUNT NUMBER	
CITY CITY	STATE STATE	ZIP CODE ZIP CODE	F. TYPE OF PAYMENTS (Check all that apply) <input type="checkbox"/> Regular Salary <input type="checkbox"/> 1st Salary (MFL, Costless Pay) <input type="checkbox"/> Supplemental Security Income <input type="checkbox"/> 2nd Salary <input type="checkbox"/> Retained Salary <input type="checkbox"/> 3rd Salary <input type="checkbox"/> Non-Compensation Payment <input type="checkbox"/> Other
G. NAME OF PAYEE'S DEBIT/TYPE ACCOUNT NAME OF PAYEE'S DEBIT/TYPE ACCOUNT			
H. NAME OF PAYEE'S DEBIT/TYPE ACCOUNT NAME OF PAYEE'S DEBIT/TYPE ACCOUNT		I. NAME OF PAYEE'S DEBIT/TYPE ACCOUNT NAME OF PAYEE'S DEBIT/TYPE ACCOUNT	
J. NAME OF PAYEE'S DEBIT/TYPE ACCOUNT NAME OF PAYEE'S DEBIT/TYPE ACCOUNT		K. NAME OF PAYEE'S DEBIT/TYPE ACCOUNT NAME OF PAYEE'S DEBIT/TYPE ACCOUNT	

SECTION 2 (FOIA CODE) 1: D HYPATHY OF FRAUDULENT GIBBINGING

GOVT INVENT NUMBER	GOVT INVENT ACQUIS ADDRESS
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SECTION 3 (TC) IS COMPLETED BY FINANCIAL INSTITUTION.

[illegible]

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^a H⁺, d.p.s.; H.L.S.^b

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Instructions on How to Complete an SF-1199A

To initiate, change or cancel an allotment or Direct Deposit of Pay, complete an SF-1199A, Direct Deposit Sign Up Form, and forward to POB.

Note: A separate form is required for each allotment or Direct Deposit of Pay.

Section 1 To Be Completed by the Payee (Employee)

Block A Name of Payee - Enter the name of the employee

Address - Enter the present home address of the employee. Indicate the street address or P.O. Box number, the city or town, the state, and zip code.

Telephone Number - Enter the employee's home or office phone number.

Block B Name of Person entitled to Payment - Enter the name of the person on the saving/checking account.

Block C Claim or Payroll ID Number - Enter the employee's social security number.

Block D Type of Depositor Account - Identify if the account is a savings or checking account.

Block E Depositor Account Number - Enter the account number that the allotment is to be credited to.

Block F Type of Payment - Check Fed Salary/Military Civilian Pay

Block G Do not enter data in this block if you wish to have direct deposit of your net salary payment. Enter this block only when requesting an allotment (a portion of total net salary) be sent electronically to the financial organization.

Payee/Joint Payee Certification

The employee must sign and date this form before any allotment or direct deposit can be processed.

Joint Account Holders' Certification

Completion of these blocks is not required.

Section 2

To Be Completed by the Payee (Employee) or Financial
Institution

Government Agency Name

Enter USDA, Agricultural Research Service for both ARS and NAL employees.

Government Agency Address

Enter 6305 Ivy Lane, Room 106, Greenbelt, Maryland 20770-1435 for both ARS and NAL employees.

Section 3

To Be Completed by Financial Institution

This section is to be completed by an authorized representative of the Financial Institution receiving the direct deposit or allotment. Completion of this section is not required for cancellation requests.